

NOTICE TO POLICE DEPARTMENT APPLICANTS

(INSTRUCTIONS)

The Town of Highland will be accepting applications for the position of Probationary Police Officer starting November 21 thru December 21, 2016 for the purpose of establishing an eligibility list. The applications may be picked up/dropped off at the Highland Police Department 24/7.

In order to be considered as an applicant you must:

- Be at least 21 years of age and not older than 35 years when hired
- Be a United State Citizen
- Be a high school graduate or have a G.E.D. equivalency
- Be of good reputation and character
- Be able to pass an agility test, written test, polygraph, background investigation, Medical examination, and psychological examination.
- Have a valid driver's license
- Meet residency requirements within six months of employment

Fill out the short-form application completely and accurately whether it is a Certified or Non-Certified application for a Probationary Police Officer.

Non- Certified applicants will be charged a \$25.00 fee upon returning the application to the department.

Please type or print neatly.

ALL releases must be signed and dated and returned with your application if applicable.

Photo must be attached. Photo should be a recent head and shoulders type only approximately 2 x 3 in size.

Please note that if you successfully pass the agility and written examination you will be required to provide the following items in relatively short notice:

- High School Transcript
- College Transcripts (if applicable)
- DD214 (if in Military)
- Law Enforcement Certifications (if applicable)
- Employee references (2) – names, addresses, telephone contact numbers, years of employment service
- Non-relative references (5) – (no former employers) – names, addresses, telephone contact numbers, years known.

Please see the Town of Highland website and the links within showing the agility requirements/demonstrating the tests involved. We will be utilizing Academy EXIT standards NOT entrance standards in our testing. If you have not already done so prepare yourself both physically and mentally.

NOTE: If you are currently certified thru the Indiana Law Enforcement Academy (ILEA) or a Law Enforcement Agency recognized by the Highland Police Department and the State of Indiana you will NOT be required to participate in either the agility testing or written testing. Therefore, it is not necessary to obtain a Physicians Referral Form.

Submit your application as soon as possible in case it is incomplete and we may contact you.

Any questions do not hesitate to call 219-838-3184, Monday-Friday 8:00 A.M.– 4:00P.M. identifying yourself as an applicant, and request to speak with someone in Administration.

ALL SHORT FORM APPLICATIONS MUST BE RETURNED TO THE CHIEF'S OFFICE OF THE HIGHLAND POLICE DEPARTMENT BY MIDNIGHT DECEMBER 21, 2016.

We are proud to be an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, color, sex, age, mental or physical disability unrelated to ability, national origin, marital status, or any other projected status consistent with applicable law. Our intent is to recruit and retain qualified employees through objective measures and qualifications, education, training, and performance.

HIGHLAND POLICE DEPARTMENT

Attach photo

(Short form-Current Certified Officer)

(2x3)

Application for Certified Probationary Police Officer

Name in Full: _____
(last) (first) (middle)

Home address: _____
(street) (city/town) (state & zip)

Home phone: _____ Cell: _____

Date of birth: _____ Place of birth: _____

Social Security number: _____

Marital status: Married: _____ Single: _____ Divorced: _____ Separated: _____

Number of dependants: _____ Ages: _____

Current place of employment: _____

Year of Law Enforcement experience: _____

Date & location of Academy attended: _____

Special Certifications: _____

Signature: _____

Date: _____

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